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# South Arbor PTO

## Meeting Minutes

January 19, 2012

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### 1. Review of Minutes from Last Meeting

The meeting started at 6:00pm. Present board members: Jen Young, Kelly Kmieske, Tom Leone, Christine Gilbert, Wendy Brademeyer, Missy Nickel & Kim Kratzer along with 17 other PTO members for a total of 24 attendees.

### 2. Treasurer's Report

- Current balance approximately \$15,000 after all designated funds are subtracted.
- The balance on the spreadsheet does not include the decrease of funds which were raised by students for their D.C. and 6<sup>th</sup> grade camp trips from the previous years' Pizza Kit Sales. The spreadsheet is being recovered with these amounts.
- We do not have a lot of records from last year when Booster's closed and the PTO began. So we are sort of starting from scratch.
- The cookie dough fundraiser was a great profit. There was a 41% profit margin; we made \$4,221.70.
- The book fair also did well. There was a 25% profit margin, with the PTO generating \$6,897.58.
- The treasurer's spreadsheet is located at: <http://www.southarborpto.com/financials.html>.

### 3. Funding Requests

No funding requests this meeting.

### 4. Fundraising Opportunities

Pizza *Thursdays* are BACK! For those veteran South Arbor families, you know all about the Marco's Pizza lunches that we used to sell...and the children loved them! Thank you Letty and Guy (owners) for all of your donations and help.

Tammy Butler & Wendy Thibeault are heading the now "Pizza TUESdays". If you would like to help pass out pizza on Tuesdays, please email Tammy at [mommaduck89@comcast.net](mailto:mommaduck89@comcast.net) or Wendy at [Fundraising@SouthArborPTO.com](mailto:Fundraising@SouthArborPTO.com); we need a lot of helpers ~ you can sign up for as many Tuesday's as you want; if you can only do it once, we'll take it! Due to a contract confliction with Preferred Meals (our hot lunch provider), we cannot offer a complete lunch....so this means, we are unable to sell a drink and cookie as we did in the past.

We will be selling pizza slices for \$1.50 each with a limit of 2 pieces each. If we have more slices available by the end of the Middle School lunch, those students will have the option of buying more than the 2 slices. Instead of the way we "pre-ordered" in the past and had a financial/paperwork nightmare, we are going to try it differently this time around. We will be accepting cash as the student comes up to get their pizza – there is no pre-ordering. Students will be responsible for bringing other items for lunch if need be...such as a drink and snack.

This is considered a fundraiser, so we are looking to make money for the PTO on this sale. There will be 10 slices per pizza, but they will be thicker (deeper) slices than Marco's normally sells to the public.

Pizza TUESday starts January 31<sup>st</sup>.

Marco's and the PTO will also provide order forms for teachers to order subs or pizza for themselves on that day. The cost is up to the teachers however.

5. "Scholarships"

There are a group of about 6 people who would like to research and make a proposal to have a scholarship fund for students in the school who cannot afford to join things, such as clubs, band, etc. If anyone is interested in researching this with Frances and her team, or if you have worked with this type of thing in the past, please contact Frances at [frances.todoro@gmail.com](mailto:frances.todoro@gmail.com).

Christine needs to resend Frances contact information of members interested to help with the scholarships fund. Frances filled in the attendees of the meeting in on the scholarship process. Frances did not get my e-mail, so she did not contact the scholarship team. – (update – DONE)

This item will be revisited at the next meeting.

6. Vending

Snack machine is staying where it is in the copy room right now. The gym machine is functioning better. We do have a Northern Vending refund process for people who lose money. Not a good profit maker, but it is nice to have the snacks and drinks.

7. Proxy Voting

A note was put in the PTO box asking about proxy voting. A proxy vote would be for people who say that they cannot make it to a meeting, but feel strongly about an issue and would like to vote. With a proxy vote, a person is sent in to represent you with a vote made by you.

There has also been talk about "absentee" voting. This would be to not send in a proxy voter, but to cast a vote in a different way – such as on-line, or during the day at school.

DISCUSSION:

Kelly Kmieske spoke and said that she researched it, and did not find a PTO online that offered that. The Board believes that it is important to attend the meetings to hear the discussion before the vote so that a vote is placed while being more informed on the matter.

Also, it could be bias because people could call friends and ask them to vote for them, and they don't attend the meetings.

Wendy Brademeyer stated that she was on the PTO with Whitmore Lake, and they didn't offer that. Also, she stated that she is attending the meetings even though she has a far drive. And that we do offer FREE childcare.

It is also required for people asking for funding attend the meeting to request the funds, and state their reasoning for the funds, so we should require the voters to show as well.

It seemed to be the agreement of the meeting attendees that voters should be present. People do not have to be present for ALL meetings, if someone is passionate about an

issue, then it would be beneficial to make it to that one meeting when the issue is being voted upon.

#### 8. Library Team

Last meeting, Scholastic Book Fair profits were discussed and how they are used. In the past, the Librarian and committee spent the profit of the book fair as they saw fit. However, it was brought up that it is a parent run fundraiser, so shouldn't the parents (or PTO) decide how the money is spent?

Other targeted fundraisers are usually more specific on what they are being spent on, such as the D.C. trips and 6<sup>th</sup> grade camp.

- Motion: with input and proposals from the librarian, the PTO will vote how to spend designated funds raised for the library. Will be voted on after a discussion.

#### DISCUSSION:

Beth S., this year's Book Fair Team Leader spoke. She stated that the book fair does generate a lot of money. Mrs. Keefer has made requests in the past of items that she would like such as bookshelves, etc. Beth has been on other PTO's and said that the school was set up where only 3 people voted on how that money was spent; and she saw a lot of bickering within the group. If we all voted, there would not be just one person or one group deciding; it would be beneficial to have all PTO members vote so that there is no question on if money is being spent properly or being stolen.

Beth wants to see how the bylaws are stated regarding fundraisers.

Jen says that the bylaws would have to be changed. They state that the library gets to spend money as they please. We still need to honor and respect Ms. Keefer's wishes, she is the professional and does know the needs of the school and the students in the library area.

Tom stated that usually the requests of Mrs. Keefer would probably get approved anyway if there was a request generated and presented with good reason.

The Accelerated Reader program, per Mrs. Brademeyer, has about 10 out of 24 teachers interested in the program. Is this a good use of this money? We could give a different option, but this needs to be presented.

East Arbor has a different program that was mentioned, maybe we can research and recommend it to Mrs. Keefer.

Kimi mentioned that will we be voting on the library funds, but what about ALL fundraisers? Does the PTO get to decide how EACH fundraiser profit is spent? What happens if we do not make enough money for the targeted fundraiser, such as Soccer Goals (for example). Does the money earned for the "soccer goals" get to be saved for that purpose, or since enough money was not made, does it get sent to the general PTO fund? How long can a designated fundraiser hold their money separately?

#### VOTING:

Library motion from above. Jen Y. called the motion. Beth S. seconded. We did a vote; the majority voted that we as a PTO have a say on how the library spends the fundraising money. - APPROVED

\*\*We want to set a motion for the next meeting that this should be done for all fundraisers.

\*\*Also, can money be dedicated to a goal and roll over to the following year?

#### 9. Open Floor

- It was requested that in PTO communications we mention not only the location of the PTO box, but also let people know that they can send communications/monies, etc. into the school with their student and hand it to their teacher. The teacher will make sure to get it to the PTO.

#### 10. Extra Info

- We need to set up a Google calendar for the PTO...(update - we should do this thru our current PTO e-mail addresses)
- Wendy Brademeyer mentioned that maybe we could have the attendees put in a slip of paper with their kids' teacher's names on it, and we will draw a slip and that teacher will get a gift card; to help promote attendance to the PTO meetings.
- Kelly K. would like the PTO to not only concentrate on fundraising, but to *spend* some of the money that we have made....on fun stuff. We need to start putting together ideas of things that we would like to see at South Arbor for the students. We need ideas and volunteers ~ let's have some fun! You can contact any PTO Board member, or go to the "Contact Us" section on SouthArborPTO.com and leave a message.
- Link needs to be put on the front page of the website for the agenda, it is hard to find...(update – there is now a link for meeting dates, agendas and minutes on the front blog page – I will make it look "prettier" in the future)
- Mr. Gowell mentioned that the board should where name tags. (update – agreed by the board)

#### 11. Closing

Meeting was adjourned at 7:12pm.

#### 12. Next Meeting

The next PTO meeting is scheduled for Thursday, February 9, 2012.

